

OUTGOING MESSAGE

OMF

1

CONFIDENTIAL

STAFF

FBIS 19227

TO: TOKYO INFO DIRECTOR.Y

ADMIN PERS [] Y

SUBJECT: [] (P) Y

1. PLEASE ADVISE [] THAT HE HAS BEEN AWARDED A QUALITY STEP INCREASE TO GS 12, STEP 4 EFFECTIVE 3 MARCH 1985. PLEASE EXTEND THE CONGRATULATIONS OF DIRECTOR, [], AS WELL AS THOSE OF HIS COLLEAGUES, ON THIS RECOGNITION OF HIS HIGH QUALITY PERFORMANCE. HIS CERTIFICATE WILL BE HELD IN HIS 201 FILE UNTIL HIS RETURN TO HQS. Y

2. WOULD ALSO APPRECIATE IT IF YOU WOULD ADVISE [] THAT IN ACCORDANCE WITH NEW GUIDELINES ON OVERSEAS PAY, HE WILL BE CONVERTED TO GSO PAY SCALE EFFECTIVE 3 MARCH 1985. HIS NEW SALARY WILL BE \$38,119 PER ANNUM (GSO 12, STEP 4). []

[] ALL CONFIDENTIAL. H

COORD: []

C/PROD

TELECOORD: []

DATE: 22 MAR 85
 ORIG: []
 UNIT: FBIS/PERS
 EXT: []

DIRECTOR, FBIS, DDS&T

RELEASING OFFICER

COORDINATING OFFICERS

C/ADMIN STAFF, FBIS

AUTHENTICATING OFFICER

CLASSIFICATION

CONFIDENTIAL

FORM 12E USE PREVIOUS EDITIONS
 7-80